



## **Venice Family Clinic: Behavioral Health Case Manager**

### **ISC Volunteer Job Description**

#### **Role Description:**

The ISC Volunteer will act as a case manager within Venice Family Clinic's Behavioral Health Department. The case manager will primarily serve the homeless population of Venice and Santa Monica. Work will include helping clients find ways to meet basic needs, completing housing and disability applications, as well as connecting clients with more intensive homeless services in the area.

The clinic is hoping that in this role, the ISC Volunteer will forge meaningful relationships with patients, gain their trust, and use motivational interviewing skills to better meet their needs.

The position will generally take place Monday-Friday during normal business hours, with rare nights or weekends.

#### **Skills:**

- Bilingual Spanish (preferred)
- Compassion and concern for people from all walks of life (required)
- Ability to set clear boundaries and be free of judgement/bias (required)
- Excellent communication and interpersonal skills (required)
- Familiarity with database software (preferred)
- Ability to work independently as well as part of a team (required)
- Ability to balance and prioritize multiple projects (required)
- Experience in a fast-paced work environment (preferred)
- Highly skilled in Microsoft Word, Excel, Publisher, Outlook, and PowerPoint (required)
- An interest in behavioral health (preferred)